



**DEPARTMENT OF HUMAN SERVICES**  
**SENIOR & DISABLED SERVICES DIVISION**  
**500 Summer Street NE**  
**Salem, Oregon 97310-1015**  
**Phone: (503) 945-5811**

**AUTHORIZED BY:** \_\_\_\_\_  
**SDSD Administrator/Deputy/**  
**Assistant Administrator**

**INFORMATION MEMORANDUM**  
**SDSD-IM-00-109**  
**Date: October 19, 2000**

**TO:** SDSD District and Unit Manager  
AAA Directors

**SUBJECT:** DHS Seminar Schedule  
November-December 2000

**INFORMATION:** This IM transmits the DHS Seminar Schedule for November and December, 2000. The location of each seminar is the DHS Employee Development Team offices, 4074 Winema Pl NE, Suite 201 in Salem. Seminars are as follows:

Performance Management	November 2	8:15 - noon
Communicating at Work	November 7	8:15 - noon
Team Problem Solving	November 8	8:15 - noon
Selection and Interviewing	November 9	8:15 - noon
Developing Capable People-Facilitator Training	November 13-17	8:30 - 5:00
Application required. Call (503) 378-5885 for application materials. Participants must attend all five days of training		
New Employee Orientation	November 21	8:15 - 5:00
Team Fundamentals	December 5	8:15 - noon
Outstanding Customer Service	December 6	8:15 - noon

**COST:** Seminars are free to DHS employees and their community partners. The individual employee or the unit of assignment is responsible for the costs associated with the seminars, including meals, lodging and transportation.

**REGISTRATION:** The registration form is attached (copies may be made locally). Registration may be submitted directly to the DHS Employee Development Team at the address included on the registration.

**CONTACT PERSON:** DHS Employee Development Team (503) 378-3886  
Lucille Pugh (503) 945-5834

# REGISTRATION

Name \_\_\_\_\_ City State ZIP \_\_\_\_\_

Agency Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Agency Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

If you have a disability and need some form of assistance to participate effectively in the training, please let us know.  
Call (503) 378-5885 (voice) or (503) 945-6214 (TTY).

Date of Class \_\_\_\_\_ Name of Class \_\_\_\_\_

**Mail or fax this form to:**

DHS Employee Development Team  
4074 Winema Pl NE, Suite 201  
Salem, OR 97305-4403  
Fax: (503) 378-8994

You can register by phone! Call (503) 378-3886.

EDT will confirm your registration and the location of the sessions via fax, mail or e-mail.